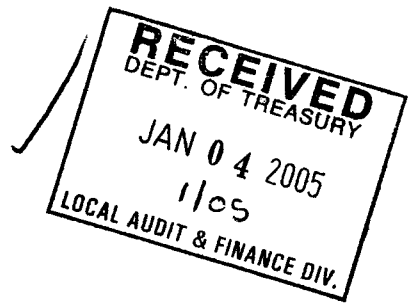


**FINANCIAL REPORT  
MARCH 31, 2004**



**TOWNSHIP OF MOORE  
SANILAC COUNTY, MICHIGAN**

76-1200

**BRINING & NARTKER, P.C.  
Certified Public Accountants**

# Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>Township of Moore</b>	County <b>Sanilac</b>
Audit Date <b>3/31/04</b>	Opinion Date <b>12/29/04</b>	Date Accountant Report Submitted to State: <b>1/3/05</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.


We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).  |

**We have enclosed the following:**

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	✓		
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) <b>Brining &amp; Nartker, P.C.</b>			
Street Address <b>47 Austin Street, PO Box 348</b>	City <b>Sandusky</b>	State <b>MI</b>	ZIP <b>48471</b>
Accountant Signature 		Date <b>1/3/05</b>	

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# BRINING & NARTKER, P.C.

*Certified Public Accountants*

DOUGLAS P. BRINING, CPA  
JOSEPH H. NARTKER, CPA

STEVEN J. WATSON, CPA  
JOY A KERR, CPA  
EDWARD J. MOORE, CPA

Members of  
Michigan Association of  
Certified Public Accountants  
American Institute of  
Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT

Moore Township Board  
Township of Moore  
Snover, Michigan

Members of the Board:

We have audited the accompanying general purpose financial statements of the Township of Moore, Snover, Michigan, as of and for the year ended March 31, 2004, as listed in the table of contents. These general purpose financial statements are the responsibility of the Township of Moore's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, based on our audit, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Moore as of March 31, 2004, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

(Continued)

- 1 -

**INDEPENDENT AUDITORS' REPORT**  
(Continued)

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Township of Moore, Snover, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

*Brining & Nartker, P.C.*

BRINING & NARTKER, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS

December 29, 2004

**GENERAL PURPOSE FINANCIAL STATEMENTS**

**TOWNSHIP OF MOORE**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP**  
**MARCH 31, 2004**

	GOVERNMENTAL FUND TYPES	
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>
<u>ASSETS</u>		
Cash and investments (Note 3)	\$ 370,418	\$ 99,074
General fixed assets (Note 4)	-	-
Fire run receivables	3,450	-
Taxes receivable	1,375	3,427
Due from other funds	100	-
TOTAL ASSETS	<u>\$ 375,343</u>	<u>\$ 102,501</u>
 <u>LIABILITIES AND FUND EQUITY</u>		
LIABILITIES:		
Accounts payable	\$ 13,684	\$ -
Due to other funds	-	-
TOTAL LIABILITIES	<u>13,684</u>	<u>NONE</u>
 FUND EQUITY:		
Investment in general fixed assets	-	-
Fund balance:		
Unreserved	361,659	102,501
TOTAL FUND EQUITY	<u>361,659</u>	<u>102,501</u>
 TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 375,343</u>	<u>\$ 102,501</u>

The accompanying notes are an integral  
part of the financial statements.



FIDUCIARY FUND TYPE	ACCOUNT GROUP	
<u>TRUST AND AGENCY</u>	<u>GENERAL FIXED ASSETS</u>	<u>TOTALS (MEMORANDUM ONLY)</u>
\$ 100	\$ -	\$ 469,592
-	752,733	752,733
-	-	3,450
-	-	4,802
-	-	100
<u>\$ 100</u>	<u>\$ 752,733</u>	<u>\$ 1,230,677</u>
\$ -	\$ -	\$ 13,684
100	-	100
<u>100</u>	<u>NONE</u>	<u>13,784</u>
-	752,733	752,733
-	-	464,160
<u>100</u>	<u>752,733</u>	<u>1,216,893</u>
<u>\$ 100</u>	<u>\$ 752,733</u>	<u>\$1,230,677</u>

**TOWNSHIP OF MOORE  
COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>TOTALS (MEMORANDUM ONLY)</u>
REVENUES:			
Taxes	\$ 23,787	\$ 47,925	\$ 71,712
Intergovernmental	99,810	-	99,810
Interest	11,631	-	11,631
Charges for services	15,725	4,645	20,370
Other revenue	744	-	744
Sewage disposal system	32,480	-	32,480
TOTAL REVENUES	<u>184,177</u>	<u>52,570</u>	<u>236,747</u>
EXPENDITURES:			
General government	107,577	-	107,577
Public safety	10,755	-	10,755
Public works	20,231	25,929	46,160
Recreation	3,063	-	3,063
Sewage disposal system	68,279	-	68,279
TOTAL EXPENDITURES	<u>209,905</u>	<u>25,929</u>	<u>235,834</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>( 25,728)</u>	<u>26,641</u>	<u>913</u>
FUND BALANCE - APRIL 1, 2003	387,387	75,860	463,147
FUND BALANCE - MARCH 31, 2004	<u>\$ 361,659</u>	<u>\$ 102,501</u>	<u>\$ 464,060</u>

The accompanying notes are an integral part of the financial statements.

**TOWNSHIP OF MOORE  
COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED MARCH 31, 2004**

	GENERAL FUND		
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Taxes	\$ 60,000	\$ 23,787	\$ ( 36,213)
Licenses and permits	25	9	( 16)
Intergovernmental	72,000	99,810	27,810
Interest	10,000	11,631	1,631
Charges for services	9,000	15,725	6,725
Other revenue	-	735	735
Sewage disposal system	1,900,000	32,480	( 1,867,520)
TOTAL REVENUES	<u>2,051,025</u>	<u>184,177</u>	<u>( 1,866,848)</u>
EXPENDITURES:			
General government	148,255	107,577	40,678
Public safety	23,405	10,755	12,650
Public works	46,000	20,231	25,769
Recreation	4,550	3,063	1,487
Sewage disposal system	1,900,000	68,279	1,831,721
TOTAL EXPENDITURES	<u>2,122,210</u>	<u>209,905</u>	<u>1,912,305</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>( 71,185)</u>	<u>( 25,728)</u>	<u>45,457</u>
FUND BALANCE - APRIL 1, 2003	387,387	387,387	-
FUND BALANCE - MARCH 31, 2004	<u>\$ 316,202</u>	<u>\$ 361,659</u>	<u>\$ 45,457</u>

The accompanying notes are an integral part of the financial statements.

# SPECIAL REVENUE FUNDS

<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
\$ 25,000	\$ 47,925	\$ 22,925
-	-	-
-	-	-
-	-	-
3,500	4,645	1,145
-	-	-
-	-	-
<u>28,500</u>	<u>52,570</u>	<u>24,070</u>
-	-	-
-	-	-
138,000	25,929	112,071
-	-	-
-	-	-
<u>138,000</u>	<u>25,929</u>	<u>112,071</u>
-	-	-
( 109,500)	26,641	136,141
75,860	75,860	-
<u>\$( 33,640)</u>	<u>\$ 102,501</u>	<u>\$ 136,141</u>

**TOWNSHIP OF MOORE**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**  
**ALL GOVERNMENTAL FUND TYPES**  
**FOR THE YEAR ENDED MARCH 31, 2004**

TOTALS (MEMORANDUM ONLY)			
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Taxes	\$ 85,000	\$ 71,712	\$( 13,288)
Licenses and permits	25	9	( 16)
Intergovernmental	72,000	99,810	27,810
Interest	10,000	11,631	1,631
Charges for services	12,500	20,370	7,870
Other revenue	-	735	735
Sewage disposal system	1,900,000	32,480	1,867,520
TOTAL REVENUES	<u>2,079,525</u>	<u>236,747</u>	<u>( 1,842,778)</u>
EXPENDITURES:			
General government	148,255	107,577	40,678
Public safety	23,405	10,755	12,650
Public works	184,000	46,160	137,840
Recreation	4,550	3,063	1,487
Sewage disposal system	1,900,000	68,279	1,831,721
TOTAL EXPENDITURES	<u>2,260,210</u>	<u>235,834</u>	<u>2,024,376</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>( 180,685)</u>	<u>913</u>	<u>181,598</u>
FUND BALANCE - APRIL 1, 2003	463,247	463,247	-
FUND BALANCE - MARCH 31, 2004	<u>\$ 282,562</u>	<u>\$ 464,160</u>	<u>\$ 181,598</u>

The accompanying notes are an integral part of the financial statements.

**TOWNSHIP OF MOORE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 20042**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**Description of Township Operations:**

The Township is located near the center of Sanilac County, Michigan. The Township covers 36 square miles with its offices located in Snover, Michigan. The Township is a general law township and operates under the direction of an elected township board. The board consists of five elected officials; the supervisor, clerk, treasurer, and two trustees. Services provided to the residents by the Township are: fire protection, roads and streets, and general administrative services.

**Reporting Entity:**

In accordance with the provisions of the Governmental Accounting Standards Board (GASB) Statement No. 14, the definition of the reporting entity is based primarily on the premise of financial accountability. The Township is a primary government and is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it. These types of organizations are deemed component units.

Based on the provisions of GASB 14, there are no organizations that are deemed to be component units of the Township.

**Basis of Presentation:**

The accounts of the Township are organized on the basis of funds and account group, each of which is a separate accounting entity with its own set of self-balancing accounts including assets, liabilities, fund equity, revenues and expenditures. The following funds and account groups are used by the Township:

**Governmental Fund Types:**

General Fund - This fund is the general operating fund of the Township. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.

(Continued)

**TOWNSHIP OF MOORE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2004  
(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

**Governmental Fund Types: (Continued)**

Special Revenue Fund - These funds (Road Assessment, Street Lights and Zoning) are used to account for specific revenue (other than special assessments, expendable trusts, or major capital projects) derived from State and Federal grants, General Fund appropriations and charges for services which are to be expended for specific purposes as dictated by legal, regulatory or administrative requirements.

**Fiduciary Fund Type:**

Trust and Agency Fund - This fund (Tax Fund) is used to account for assets held in trust or as an agent for others.

**Account Group:**

General Fixed Assets - Fixed assets used in governmental fund type operations are accounted for in the General Fixed Asset Account Group, rather than in governmental funds. Public domain ("infrastructure") general fixed assets including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on such assets. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated. Repairs and maintenance are recorded as expenditures; renewals and betterments are capitalized.

**Accounting Estimates:**

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenue, and expenditures. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

(Continued)

**TOWNSHIP OF MOORE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2004  
(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

Total Columns on Combined Statements:

The total columns on the combined statements are captioned "memorandum only" to indicate that they are presented only to facilitate analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Basis of Accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by all governmental fund types and trust and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers property taxes as available if they are collected within 60 days after year-end. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred.

Those revenues susceptible to accrual are property taxes, licenses, interest revenue and charges for services. Fine and permit revenues are not susceptible to accrual because, generally they are not measurable until received in cash.

Property Taxes:

Properties are assessed as of December 31, and the related property taxes become a lien on December 1, of the following year. These taxes are due on February 15, with the final collection date of February 28, before they are added to the County tax rolls.

(Continued)



**TOWNSHIP OF MOORE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2004  
(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

Property Taxes: (Continued)

The delinquent real property taxes of the Township are purchased by the County of Sanilac. The County sells tax notes, the proceeds of which are used to pay the Township for these property taxes. These taxes have been recorded as revenue for the current year.

**NOTE 2 - LEGAL COMPLIANCE:**

Budget Information

The annual budget is prepared by the Township's management and adopted by the board; subsequent amendments are approved by the Township's board. The annual operating budget has been prepared in accordance with generally accepted accounting principles. Unexpended appropriations lapse at year-end; the Township does not utilize encumbrance accounting. During the current year, the budget was amended in a legally permissible manner.

Excess of Expenditures Over Appropriations in Budgeted Funds

The Uniform Budgeting and Accounting Act, PA 2 of 1968, as amended, (MCL 141.421 et seq.), provides that a local governmental unit shall not incur expenditures in excess of the amount appropriated. The Township's actual expenditures and budgeted expenditures for the funds budgeted have been shown on a functional basis. The approved budgets of the Township for these budgeted funds were adopted to the functional level.

**TOWNSHIP OF MOORE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2004**  
**(CONTINUED)**

**NOTE 3 - CASH AND INVESTMENTS:**

Deposits are carried at cost. Deposits of the Township of Moore are at various banks and investment firms in the name of the Township Treasurer. Michigan Compiled Laws Section 129.91, authorizes the Township to deposit and invest in the accounts of Federally insured banks, credit unions and savings and loan associations; bonds, securities and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States, including securities issued or guaranteed by the Government National Mortgage Association; United States government or Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan; and commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase, and which involves no more than 50 percent of any one fund. Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money.

The Township's cash accounts consist of various interest bearing checking and money market accounts, and certificate of deposits. The carrying amounts of the Township deposits were \$469,592 for the fiscal year ending March 31, 2004. The bank balances for the Township were \$472,494 for the fiscal year ending March 31, 2004, and included \$222,000 in certificate of deposits. All of the bank balances and certificates of deposits were covered by federal depository insurance.

The Governmental Accounting Board (GASB) Statement No. 3 risk disclosure for the Township's cash deposits are as follows:

**Nonrisk Categorized**

<u>DESCRIPTION</u>	<u>GENERAL UNRESTRICTED ASSETS</u>	<u>SPECIAL REVENUE RESTRICTED ASSETS</u>	<u>TAX FUND RESTRICTED ASSETS</u>	<u>TOTAL</u>
Checking account	\$ 119,690	\$ 99,274	\$ 100	\$ 219,064
Money market account	28,728	-	-	28,728
Certificates of Deposit	222,000	-	-	222,000
<b>TOTAL</b>	<b><u>\$ 370,418</u></b>	<b><u>\$ 99,274</u></b>	<b><u>\$ 100</u></b>	<b><u>\$ 469,792</u></b>

(Continued)

**TOWNSHIP OF MOORE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2004**  
**(CONTINUED)**

**NOTE 3 - CASH AND INVESTMENTS:** (Continued)

**Nonrisk Categorized (Continued)**

	<u>Carrying Amount</u>
Insured (FDIC)	\$ 441,064
Uninsured	<u>28,728</u>
Total Deposits	<u>\$ 469,792</u>

**NOTE 4 - CHANGES IN GENERAL FIXED ASSETS:**

Changes in the general fixed assets for the fiscal year ended March 31, 2004 were as follows:

<u>April 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>March 31, 2004</u>
<u>\$ 700,618</u>	<u>\$ 52,115</u>	<u>\$ NONE</u>	<u>\$ 752,733</u>

**NOTE 5 - PROPERTY TAX LEVY:**

The Township's tax levy for the tax year 2003 is based on taxable value of \$24,394,963. The mills levied per \$1,000 of taxable value was as follows:

Operating	.8903
Roads	1.9667

**NOTE 6 - RISK MANAGEMENT:**

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The Township carries commercial insurance to cover any losses that may result from the above described activities. The Township does not provide employee health or life insurance coverage. It does provide workers compensation insurance coverage.

**TOWNSHIP OF MOORE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2004  
(CONTINUED)**

**NOTE 7 - SUBSEQUENT EVENTS:**

Sewer System

Township officials are working with Federal, State and County agencies to secure funding for the construction of a municipal lagoon sewer system. The anticipated cost of the system is \$3.2 million. As of March 31, 2004 the Township's architect is in the process of establishing bid criteria. As of November 30, 2004 approximately \$94,000 has been spent on the project.

**SUPPLEMENTAL INFORMATION**

**TOWNSHIP OF MOORE  
STATEMENT OF GENERAL FUND REVENUES -  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE- FAVORABLE (UNFAVORABLE)</u>
TAXES:			
Property taxes	\$ 60,000	\$ 23,787	\$( 36,213)
TOTAL TAXES	<u>60,000</u>	<u>23,787</u>	<u>( 36,213)</u>
LICENSES AND PERMITS	<u>25</u>	<u>9</u>	<u>( 16)</u>
INTERGOVERNMENTAL:			
State shared revenue	72,000	99,810	27,810
TOTAL INTERGOVERNMENTAL	<u>72,000</u>	<u>99,810</u>	<u>27,810</u>
INTEREST AND DIVIDENDS:	<u>10,000</u>	<u>11,631</u>	<u>1,631</u>
CHARGES FOR SERVICES:			
Land use permits	1,000	1,875	875
Fire runs	7,000	13,250	6,250
Cemetery lots	1,000	600	( 400)
TOTAL CHARGES FOR SERVICES	<u>9,000</u>	<u>15,725</u>	<u>6,725</u>
OTHER REVENUE:			
Park	-	70	70
Miscellaneous	-	665	665
TOTAL OTHER REVENUE	<u>NONE</u>	<u>735</u>	<u>735</u>
SEWAGE DISPOSAL SYSTEM	1,900,000	32,480	(1,867,520)
TOTAL REVENUES	<u>\$ 2,051,025</u>	<u>\$ 184,177</u>	<u>\$(1,866,848)</u>

**TOWNSHIP OF MOORE  
STATEMENT OF GENERAL FUND EXPENDITURES -  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE- FAVORABLE (UNFAVORABLE)</u>
GENERAL GOVERNMENT:			
TOWNSHIP BOARD:			
Trustees:			
Salary	\$ 5,300	\$ 5,300	\$ -
Administration:			
Legal	5,000	-	5,000
Audit and accounting	2,500	550	1,950
Dues	755	669	86
Printing and publishing	2,000	196	1,804
Seminars and meetings	1,500	1,161	339
Other	1,500	372	1,128
EDC	2,000	3,786	( 1,786)
Capital outlay	<u>1,000</u>	<u>-</u>	<u>1,000</u>
TOTAL TOWNSHIP BOARD	<u>21,555</u>	<u>12,034</u>	<u>9,521</u>
SUPERVISOR:			
Salary	4,100	4,100	-
Supplies and travel	<u>500</u>	<u>15</u>	<u>485</u>
TOTAL SUPERVISOR	<u>4,600</u>	<u>4,115</u>	<u>485</u>
ELECTIONS:			
Wages and mileage	1,250	-	1,250
Supplies	<u>300</u>	<u>450</u>	<u>( 150)</u>
TOTAL ELECTIONS	<u>1,550</u>	<u>450</u>	<u>1,100</u>
ASSESSOR / EQUALIZATION:			
Salary and wages	7,000	6,000	1,000
Processing - parcels	4,000	1,151	2,849
Equalization services	600	1,206	( 606)
Supplies	1,000	1,115	( 115)
Other	<u>1,000</u>	<u>912</u>	<u>88</u>
TOTAL ASSESSOR / EQUALIZATION	<u>13,600</u>	<u>10,384</u>	<u>3,216</u>
CLERK AND DEPUTY CLERK:			
Salary	8,025	8,025	-
Supplies	500	392	108
Other	<u>200</u>	<u>50</u>	<u>150</u>
TOTAL CLERK AND DEPUTY CLERK	<u>8,725</u>	<u>8,467</u>	<u>258</u>

(Continued)

**TOWNSHIP OF MOORE**  
**STATEMENT OF GENERAL FUND EXPENDITURES -**  
**BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED MARCH 31, 2004**  
**(CONTINUED)**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE- FAVORABLE (UNFAVORABLE)</u>
GENERAL GOVERNMENT: (Continued)			
TREASURER AND DEPUTY			
TREASURER:			
Salary	\$ 8,025	\$ 8,025	\$ -
Supplies	1,000	535	465
Equalization services	500	-	500
Other	200	238	( 38)
TOTAL TREASURER AND DEPUTY			
TREASURER	<u>9,725</u>	<u>8,798</u>	<u>927</u>
TOWNSHIP HALL & GROUNDS:			
Telephone	900	1,093	( 193)
Electric	1,200	1,374	( 174)
Lawn mowing	800	701	99
Snow removal	550	385	165
Propane	2,000	1,973	27
Hall cleaning and supplies	1,000	844	156
Hall maintenance	2,000	2,814	( 814)
Capital expenditures	<u>3,000</u>	<u>-</u>	<u>3,000</u>
TOTAL TOWNSHIP HALL & GROUNDS	<u>11,450</u>	<u>9,184</u>	<u>2,266</u>
INSURANCE AND BONDS:			
GLC policy	12,000	9,472	2,528
Workman's comp.	<u>3,000</u>	<u>1,991</u>	<u>1,009</u>
TOTAL INSURANCE AND BONDS	<u>15,000</u>	<u>11,463</u>	<u>3,537</u>
SOCIAL SECURITY/TOWNSHIP:			
Payroll taxes	<u>5,000</u>	<u>3,235</u>	<u>1,765</u>
BOARD OF REVIEW:			
Salary and mileage	<u>600</u>	<u>366</u>	<u>234</u>

(Continued)



**TOWNSHIP OF MOORE**  
**STATEMENT OF GENERAL FUND EXPENDITURES -**  
**BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED MARCH 31, 2004**  
**(CONTINUED)**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE- FAVORABLE (UNFAVORABLE)</u>
GENERAL GOVERNMENT: (Continued)			
CEMETERY:			
Lawn mowing	\$ 5,500	\$ 4,205	\$ 1,295
Dumpster	250	29	221
Miscellaneous	300	30	270
Capital outlay - land	<u>40,000</u>	<u>30,000</u>	<u>10,000</u>
TOTAL CEMETERY	<u>46,050</u>	<u>34,264</u>	<u>11,786</u>
ZONING:			
Administrator salary	2,900	2,800	100
Board salary and mileage	3,300	1,516	1,784
Supplies	2,000	1	1,999
Publishing	1,000	500	500
Master plan	1,000	-	1,000
Miscellaneous	<u>200</u>	<u>-</u>	<u>200</u>
TOTAL ZONING	<u>10,400</u>	<u>4,817</u>	<u>5,583</u>
TOTAL GENERAL GOVERNMENT	<u>148,255</u>	<u>107,577</u>	<u>40,678</u>
PUBLIC SAFETY:			
FIRE PROTECTION:			
Wages	9,000	6,994	2,006
Training	4,500	804	3,696
Capital expenditures	5,000	-	5,000
Fuel	1,500	638	862
Radio and equipment repair	500	46	454
SCBA equipment	1,000	182	818
Truck license	30	-	30
Truck service and repair	1,500	710	790
Dues	375	50	325
Mileage	-	145	( 145)
Miscellaneous	-	150	( 150)
Supplies	-	586	( 586)
Uniforms	-	450	( 450)
TOTAL PUBLIC SAFETY	<u>23,405</u>	<u>10,755</u>	<u>12,650</u>
(Continued)			

**TOWNSHIP OF MOORE**  
**STATEMENT OF GENERAL FUND EXPENDITURES -**  
**BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED MARCH 31, 2004**  
**(CONTINUED)**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE- FAVORABLE (UNFAVORABLE)</u>
PUBLIC WORKS:			
DRAINS:			
Drains at large	\$ 16,000	\$ 9,508	\$ 6,492
ROAD MAINTENANCE AND REPAIR:			
Road brine	9,000	6,221	2,779
Brush spraying	1,000	-	1,000
Baling gravel	20,000	4,502	15,498
TOTAL ROAD MAINTENANCE AND REPAIR	<u>30,000</u>	<u>10,723</u>	<u>19,277</u>
TOTAL PUBLIC WORKS	<u>46,000</u>	<u>20,231</u>	<u>25,769</u>
RECREATION:			
MEMORIAL PARK:			
Electric	300	329	( 29)
Lawn mowing	1,600	2,102	( 502)
Repairs	700	-	700
Dumpster	400	290	110
Toilet rental	550	342	208
Capital outlay	1,000	-	1,000
TOTAL RECREATION	<u>4,550</u>	<u>3,063</u>	<u>1,487</u>
SEWAGE DISPOSAL SYSTEM:			
Engineering	1,900,000	68,279	1,831,721
TOTAL EXPENDITURES	<u>\$2,122,210</u>	<u>\$ 209,905</u>	<u>\$1,912,305</u>

**TOWNSHIP OF MOORE  
SPECIAL REVENUE FUNDS  
COMBINING BALANCE SHEETS  
MARCH 31, 2004**

	<u>ROAD ASSESSMENT</u>	<u>STREET LIGHTS</u>
<u>ASSETS</u>		
Cash and investments (Note 3)	\$ 95,345	\$ 2,229
Taxes receivable	3,037	390
<b>TOTAL ASSETS</b>	<u><u>\$ 98,382</u></u>	<u><u>\$ 2,619</u></u>
 <u>LIABILITIES AND FUND EQUITY</u>		
<b>LIABILITIES</b>		
Due to other funds	<u>\$ NONE</u>	<u>\$ NONE</u>
 <b>FUND EQUITY:</b>		
Fund balance:		
Unreserved	98,382	2,619
<b>TOTAL FUND EQUITY</b>	<u>98,382</u>	<u>2,619</u>
 <b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u><u>\$ 98,382</u></u>	<u><u>\$ 2,619</u></u>

ZONING

TOTAL

\$ 1,500

\$ 99,074

-

3,427

\$ 1,500

\$ 102,501

\$ NONE

\$ NONE

1,500

102,501

1,500

102,501

\$ 1,500

\$ 102,501

**TOWNSHIP OF MOORE  
SPECIAL REVENUE FUNDS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>ROAD ASSESSMENT</u>	<u>STREET LIGHTS</u>
REVENUES:		
Taxes	\$ 47,925	\$ -
Assessment	-	3,145
TOTAL REVENUES	<u>47,925</u>	<u>3,145</u>
EXPENDITURES:		
Road improvements	22,511	-
Street lighting	-	3,418
TOTAL EXPENDITURES	<u>22,511</u>	<u>3,418</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	<u>25,414</u>	<u>( 273)</u>
FUND BALANCE - APRIL 1, 2003	72,968	2,892
FUND BALANCE - MARCH 31, 2004	<u><u>\$ 98,382</u></u>	<u><u>\$ 2,619</u></u>

<u>ZONING</u>	<u>TOTAL</u>
\$ -	\$ 47,925
1,500	4,645
<u>\$ 1,500</u>	<u>\$ 52,570</u>
-	22,511
-	3,418
<u>\$ NONE</u>	<u>\$ 25,929</u>
<u>1,500</u>	<u>26,641</u>
-	75,860
<u>\$ 1,500</u>	<u>\$ 102,501</u>

**TOWNSHIP OF MOORE  
ROAD ASSESSMENT  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Taxes	\$ 25,000	\$ 47,925	\$ 22,925
TOTAL REVENUES	<u>25,000</u>	<u>47,925</u>	<u>22,925</u>
EXPENDITURES:			
Road improvements:			
Gravel patching	20,000	18,079	1,921
Road improvements	100,000	2,236	( 97,764)
Road maintenance	15,000	2,196	12,804
TOTAL EXPENDITURES	<u>135,000</u>	<u>22,511</u>	<u>112,489</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>( 110,000)</u>	<u>25,414</u>	<u>135,414</u>
FUND BALANCE - APRIL 1, 2003	72,968	72,968	-
FUND BALANCE - MARCH 31, 2004	<u>\$ 37,032</u>	<u>\$ 98,382</u>	<u>\$ 135,414</u>

**TOWNSHIP OF MOORE  
STREET LIGHTS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Assessments	\$ 3,500	\$ 3,145	\$( 355)
TOTAL REVENUES	<u>3,500</u>	<u>3,145</u>	<u>( 355)</u>
EXPENDITURES:			
Street lighting	3,000	3,418	( 418)
TOTAL EXPENDITURES	<u>3,000</u>	<u>3,418</u>	<u>( 418)</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>500</u>	<u>( 273)</u>	<u>( 773)</u>
FUND BALANCE - APRIL 1, 2003	2,892	2,892	-
FUND BALANCE - MARCH 31, 2004	<u>\$ 3,392</u>	<u>\$ 2,619</u>	<u>\$( 773)</u>



**TOWNSHIP OF MOORE  
ZONING  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Assessments	\$ -	\$ 1,500	\$ 1,500
TOTAL REVENUES	<u>NONE</u>	<u>1,500</u>	<u>1,500</u>
EXPENDITURES:			
Zoning	-	-	-
TOTAL EXPENDITURES	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>NONE</u>	<u>1,500</u>	<u>1,500</u>
FUND BALANCE - APRIL 1, 2003	-	-	-
FUND BALANCE - MARCH 31, 2004	<u>\$ NONE</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>

**TOWNSHIP OF MOORE  
CURRENT TAX COLLECTION FUND  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
FOR THE YEAR ENDED MARCH 31, 2004**

	BALANCE APRIL 1, <u>2003</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	BALANCE MARCH 31, <u>2004</u>
<u>ASSETS</u>				
Cash	\$ 100	\$ 600,958	\$ 600,958	\$ 100
TOTAL ASSETS	<u>\$ 100</u>	<u>\$ 600,958</u>	<u>\$ 600,958</u>	<u>\$ 100</u>
<u>LIABILITIES</u>				
Due to Sandusky District Library	\$ -	\$ 27,355	\$ 27,355	\$ -
Due to county	-	218,819	218,819	-
Due to schools	-	286,372	286,372	-
Due to other funds	100	68,412	68,412	100
TOTAL LIABILITIES	<u>\$ 100</u>	<u>\$ 600,958</u>	<u>\$ 600,958</u>	<u>\$ 100</u>

**TOWNSHIP OF MOORE  
CURRENT TAX COLLECTION FUND  
SCHEDULE OF ADDITIONS AND DEDUCTIONS  
FOR THE YEAR ENDED MARCH 31, 2004**

**ADDITIONS:**

Current property tax	\$ 600,507
Penalties	381
Dog licenses	70

<b>TOTAL ADDITIONS</b>	<u>600,958</u>
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**DEDUCTIONS:**

Sanilac County:	
Sanilac County - operating	94,685
Sanilac County - drains	43,615
County Library	4,429
Senior Citizens	4,429
Ambulance	4,429
Drug Task Force	11,272
Veterans	2,733
County Parks	4,506
County Roads	44,340
Medical Care Facility	4,381
Sanilac Intermediate School District	64,427
Sandusky Community Schools	221,931
Marlette Community Schools	14
Township operating	20,699
Township road	44,888
Township street lights	2,755
District Library	27,355
Dog licenses	70

<b>TOTAL DEDUCTIONS</b>	<u>600,958</u>
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<b>NET ADDITIONS OVER DEDUCTIONS</b>	<u><u>\$ NONE</u></u>
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# BRINING & NARTKER, P.C.

*Certified Public Accountants*

DOUGLAS P. BRINING, CPA  
JOSEPH H. NARTKER, CPA

STEVEN J. WATSON, CPA  
JOY A. KERR, CPA  
EDWARD J. MOORE, CPA

Members of  
Michigan Association of  
Certified Public Accountants  
American Institute of  
Certified Public Accountants

December 29, 2004

Honorable Board Members  
Township of Moore  
Snover, Michigan 48472

The following comments relate to situations brought to our attention during the course of our recent examination of the financial statements of Township of Moore, Snover, Michigan, for the year ended March 31, 2004, and are submitted for your evaluation and consideration. We would like to emphasize that since our examination was conducted for the purpose of expressing an opinion on the aforementioned financial statements, these comments are not necessarily all inclusive.

## **Special Revenue Funds**

Currently the Township maintains three Special Revenue Funds: road assessment, street lights, and zoning. The line items for revenues and expenditures for the Special Revenue Funds are shown within the General Fund. This is true for both the Township's budgetary and accounting purposes. Fund balance cash reserves are currently commingled with other General Fund cash accounts.

We recommend that separate budgets be adopted by the Township's board for each of the three Special Revenue Funds rather than being included within the General Fund, and that separate accounting for the funds be established.

The foregoing recommendations and comments are submitted to you for your consideration. The above recommendations are being made in an effort to improve the Township's system of recordkeeping. Our firm will assist in implementing any recommendations approved by the board, if needed. We wish to take this opportunity to thank Ann Bradley and Cheryl Schultz for their cooperation throughout our examination.

Sincerely,



BRINING & NARTKER, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS